

**SERVICES TO THE FIELD 2011-2012**  
**FINAL REPORTING INSTRUCTIONS**

**Do not return the completed report via fax or email.** Original signatures and attachments are needed. Return no later than 30 days after the end of the project and no later than June 1, 2012 to

**NOTE: NEW FINAL REPORT DEADLINE:**

**Virginia Commission for the Arts**

223 Governor Street  
Richmond, VA 23219  
804/225-3132

**On a separate piece of paper, provide the following information in the order specified below. Title all pages, "*Final Report - 2011-2012 Services to the Field.*" You may use this page as a checklist to make sure the report is complete.**

1. Grant identification number (refer to the award letter).
2. Grantee name, address, telephone, and contact person.
3. Title of project.
4. Date(s) of activity, including start and end dates.
5. Briefly describe the service/project that took place and include any significant changes that occurred in the project's structure, budget, programming, staff, or physical location since the time the grant application was written.
6. Total project cash income. Itemize all sources of funding for this activity, including VCA grant total, income from your organization's general operating budget that is devoted to this activity, earned income, local government support, foundation grants, corporate contributions, and cash donations from individuals. Remember to provide the grand total of all cash income for this activity.
7. Total project cash expenses. Itemize all expenses.
8. Total number of artists and arts organizations benefiting in this project.
9. How did this project improve the capabilities in relation to artistic quality, community service, or management of artists and arts organizations in your community?
10. Type the statement, "I hereby certify that, to the best of my knowledge, all information in this final report is complete and accurate." Below this statement type the name, title and daytime phone of the person reporting, and provide an original signature.
11. Optional: Enclose any support material that documents the benefits of these services.
12. Attach samples of printed programs, reviews, articles, evaluation forms, or brochures regarding your activities in 2011 - 2012. **Highlight recognition of the Virginia Commission for the Arts and The National Endowment for the Arts**
12. Return the completed report to the Commission office **no later than June 1, 2012.**

**NOTE: THIS IS NOT A POSTMARK DATE**